



## Office of the State Superintendent of Education

DISTRICT OF COLUMBIA  
MAYOR ADRIAN M. FENTY

March 31, 2010

Dear LEA Leader,

As you know, each local education agency (LEA) and school must verify every student's residency status annually. Accurate residency and enrollment information is crucial for the budget development of DCPS and public charter school LEAs. To assist you with your enrollment process for the 2010-2011 school year, enclosed are guidance and forms related to the residency status of students enrolling in your school or schools.

- DC statewide student data reporting form (**new form**)
- Residency verification guidelines
- DC residency verification form
- Sworn statement of other primary caregiver
- Attestation for other primary caregiver
- Tax information authorization
- Home visitation residency verification form
- Home visitation parental/guardian/other primary caregiver consent form

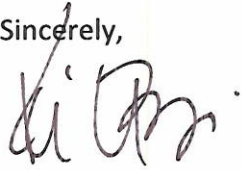
District code requires the Office of the State Superintendent of Education (OSSE) to establish rules for residency verification. OSSE's guidelines indicate the documentation necessary to verify student residency and forms for your schools to use to provide consistent data collection across the District of Columbia. LEAs are responsible for monitoring and implementing these rules.

LEAs and schools may enroll students and verify their residency as early as April 1. In order to be included in funding allocations, students enrolled at a DCPS or public charter school must verify their residency by October 5 of the current school year or within 10 days of enrollment, whichever occurs later. All students' residency are verified at the school level and audited annually in October by an independent contractor commissioned by OSSE. If a school is unable to verify residency of some students based on the documents developed by OSSE, the school must submit an alternative plan for review and approval by OSSE.

To assist in your data collection efforts, OSSE has included a model "statewide student data reporting form" which captures all the required elements for Federal reporting, enrollment audit, and other purposes. We are not mandating the use of this particular template. We are, however requiring that LEAs collect the data included in the form. If LEAs so choose, they can adopt this form; they also can adopt other approaches to collecting these data.

I ask that you share this information with the staff involved with enrollment and registration in each of your schools. The use of these forms will assist the District as we continue to improve our data collection and meet our student data collection requirements. Should you have any questions, please feel free to contact John Pallasch of my staff at [john.pallasch@dc.gov](mailto:john.pallasch@dc.gov) or (202) 481-3786.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Briggs', with a stylized flourish at the end.

Kerri L. Briggs, Ph.D.  
State Superintendent of Education

Enclosures